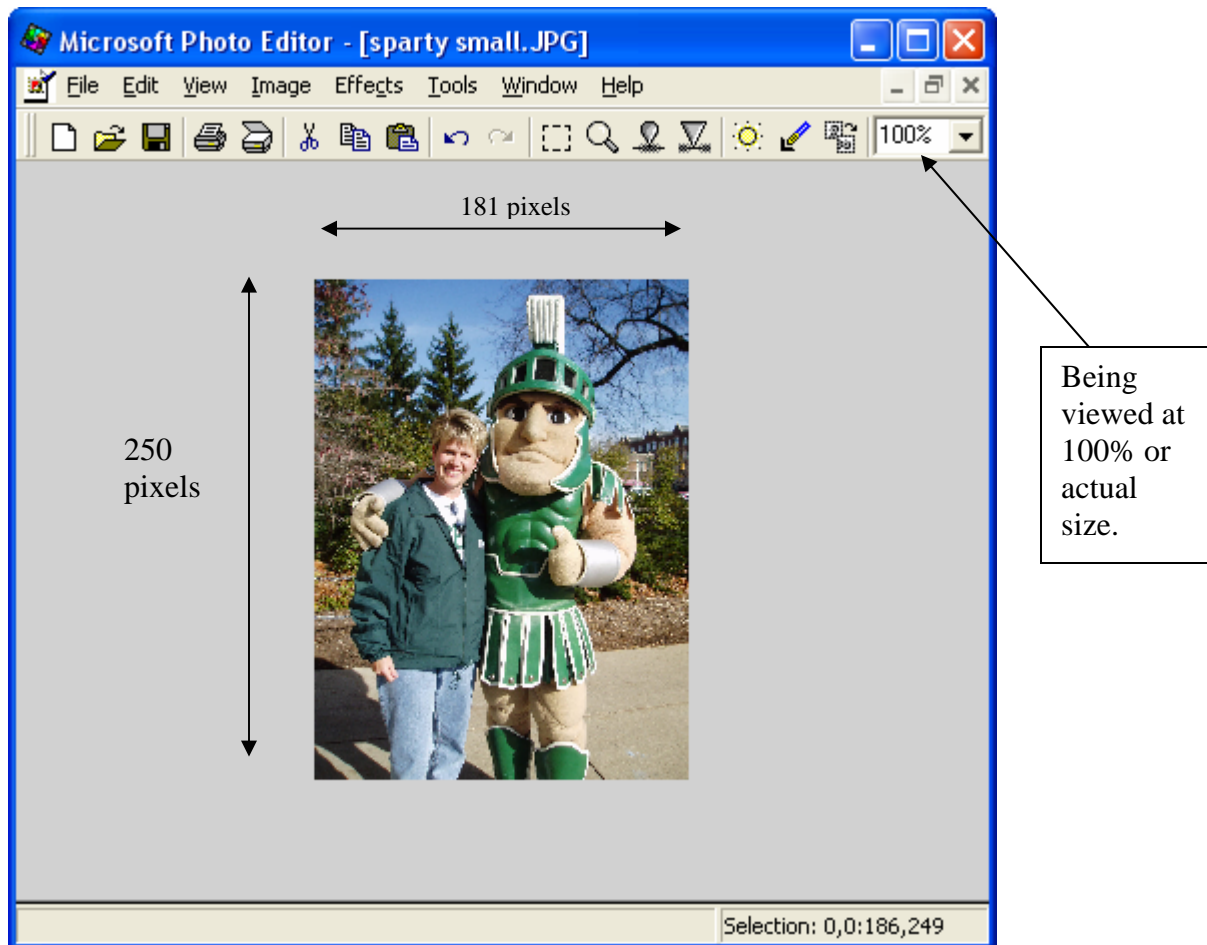


# Resizing an Image for Use

When using an image on the web or in a PowerPoint (or any document) it is important to understand what we mean by image size. Digital images are made up of individual dots called pixels (short for “picture element”). Every image is measured by pixels for length and height. The more pixels in a picture, the bigger the file size. The following picture is 200 pixels by 266 pixels and its file size is 27 KB i. The original picture was 1704 pixels by 2272 pixels and had a file size of 752KB. That is a big difference!



Another thing to understand is that an image with a set number of pixels can still appear to be a different size depending on the computer monitor and how it is set up. Most computer monitors are set to 800 pixels by 600 pixels or 1024 pixels by 768. We will not go into detail on that but you need to be aware of the concept.

## Zoom

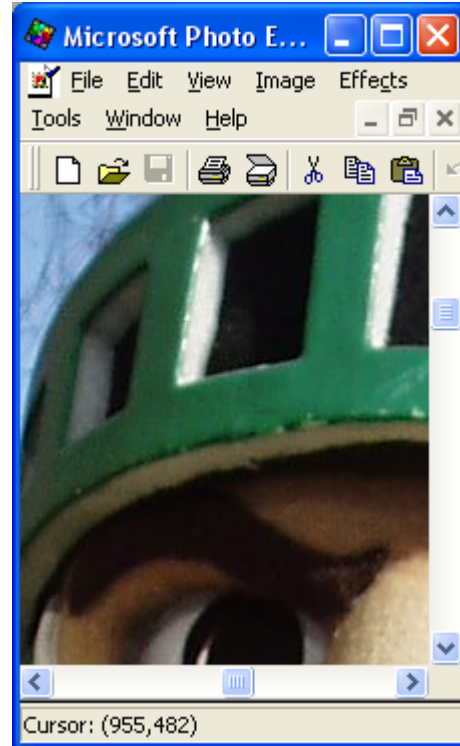
One thing that is very important to understand before we go into how to resize and image is viewing the zoom level. A common mistake is to view an image and think the size is

fine, when in fact the image is much larger than it appears. This can happen when your viewing program automatically resizes the image to fit the available screen space. Look for a zoom option and make sure it is set to "100%" or "actual size". Only then will you see the image as it really is. The picture above is being viewed as 100%. But lets see what a difference zoom can make on a big file size picture. Below is the same image at 10% and 100% zoom.

**10% Zoom**



**100% zoom**



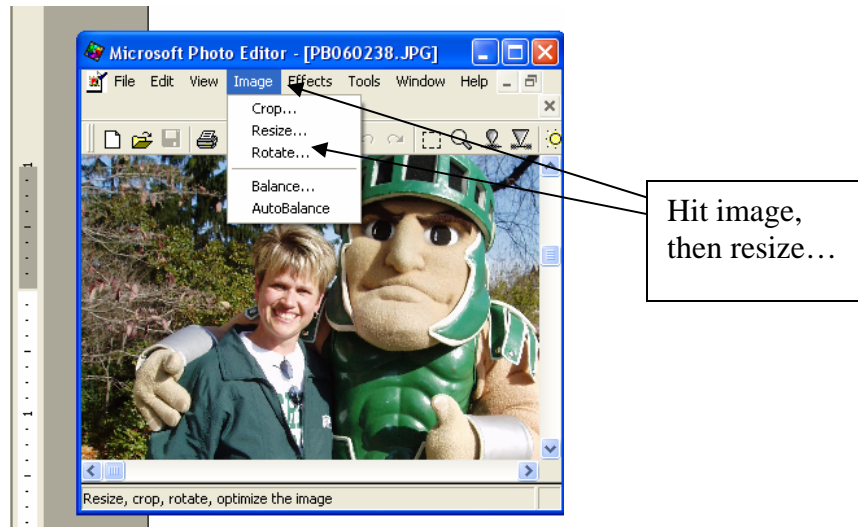
## What Size?

So how do you know what size to make it? Well, it depends on what you are using the picture for. If it is going in a web page or PowerPoint, you want the picture to fit the space where you want it without having to use the "handles" to adjust the picture. If all you do is adjust the picture in the program, the picture may fit your space but you have not really changed the file size. Some guidelines are:

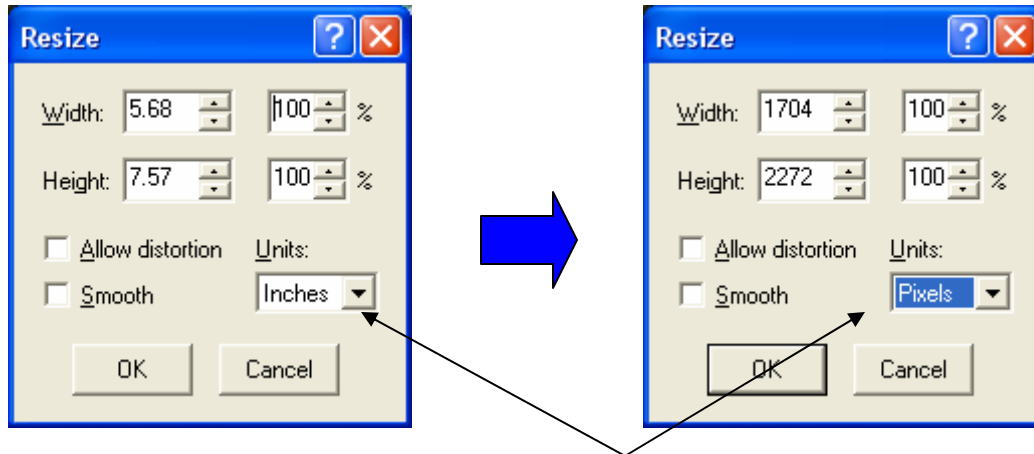
- Web page photos are usually anywhere between 100px (large thumbnail size) and 800px (the full width of many monitors). An average photo might be 300px.
- Email attachments for casual viewing should normally be between 200px and 600px.
- Images which are intended for print should be as large as possible within any applicable file size constraints (eg the space available on your disk).

## Changing Image Size

To change the image size of a picture, you need to go into which ever graphics program you are using and find where the option is to resize. In this tutorial, we are using Microsoft Photo Editor. You can find resize under the image button on the menu bar.



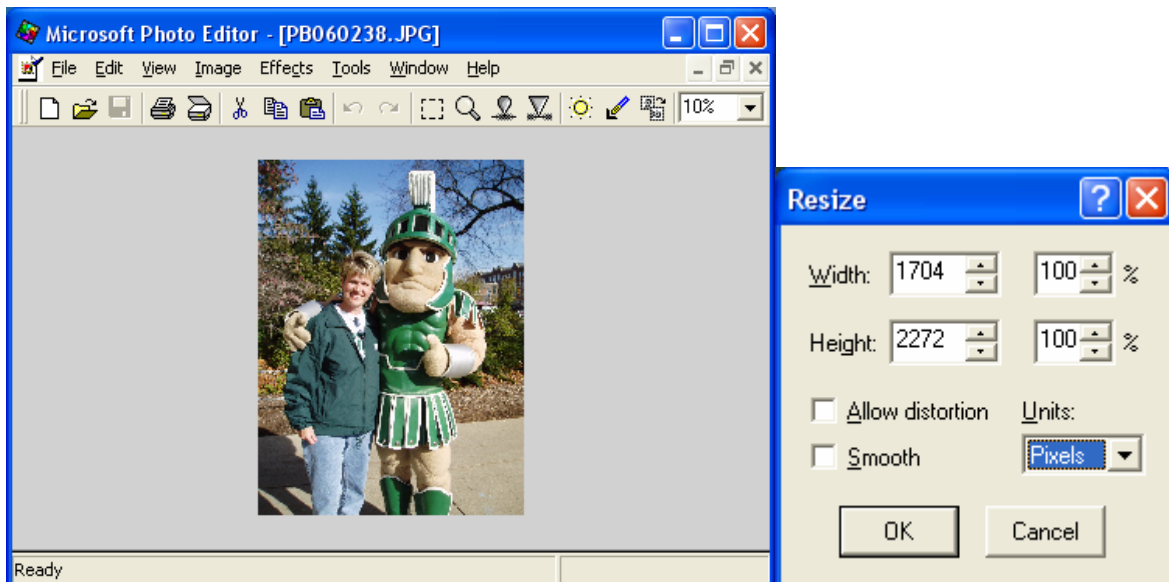
That will bring up the following box:



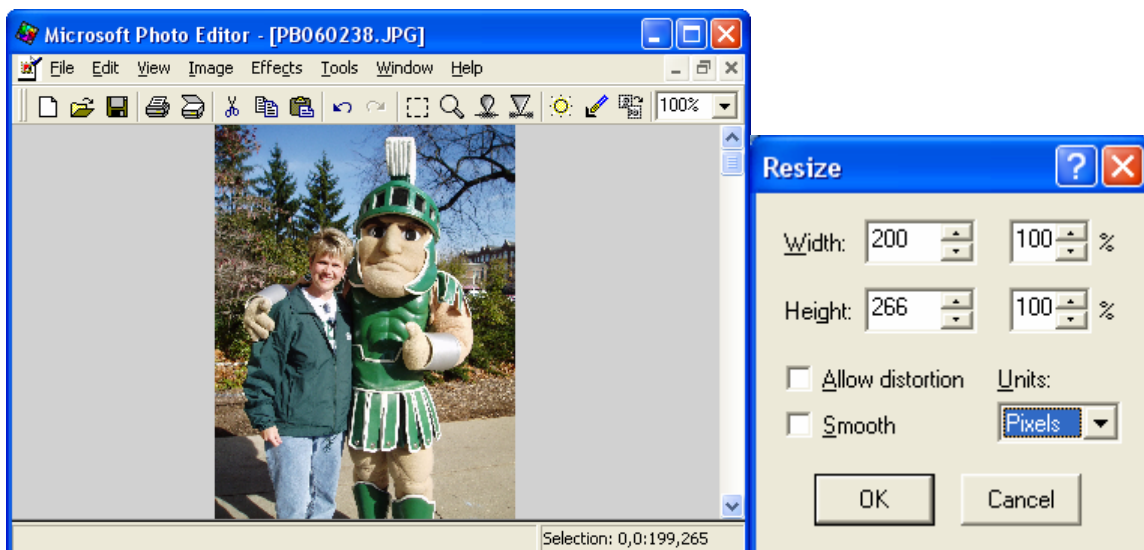
Notice this is in inches. To change that, hit the dropdown box where it says inches and change it to pixels. Now you can change the size to what you want. When you change one number, it will automatically change the other number so it will look right.

## Example:

**Before: 752 KB file size**



**After: 27KB file size**



Now this picture takes up about the same amount of space but the file size is significantly less and will take less time to load on the Internet.